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Cap.1

WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

September 16, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. B-36

To: Washington Finance and Accounts Division  
Chiefs, Regional Fiscal Divisions

From: George C. Hoffman, Assistant Chief, Accounting Management  
Section, Finance and Accounts Division

Subject: Form FDA-583, Administrative Expense Report

The printed form should read as follows as to the left side portion of the heading:

Form FDA-583

WAR FOOD ADMINISTRATION  
FOOD DISTRIBUTION ADMINISTRATION  
FINANCE AND ACCOUNTS DIVISION

ADMINISTRATIVE EXPENSE REPORT--\_\_\_\_FISCAL YEAR FUND  
FOR THE PERIOD\_\_\_\_\_  
ALLOTMENT FOR THE PERIOD\_\_\_\_\_

When completed, it should read as follows:

(SAMPLE)

ADMINISTRATIVE EXPENSE REPORT--1944 FISCAL YEAR FUND  
FOR THE PERIOD July 1, 1943, through August 31, 1943  
ALLOTMENT FOR THE PERIOD July 1, 1943, through  
September 30, 1943

*George C. Hoffman*

